



DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer
Job Opportunity

Associate Personnel Analyst or Associate Governmental Program Analyst or Staff Services Analyst Sacramento Permanent - Fulltime

The Department of Real Estate has an opening for an APA or AGPA or SSA in the Sacramento Licensing/Exam Prep Unit. This position is Permanent, Full-time. The office is located at 2201 Broadway in Downtown Sacramento.

Duties of the position include:

Duties will be adjusted based on classification.

- Independently study Real Estate industry changes, through research and monitoring, analyze what areas of the broker and salesperson examinations need new test items and construct as needed.
- Review and revise current test material as needed. When necessary, arrange for and direct expert subject matter consultants from the real estate industry and Department to prepare new test materials.
- Using a personal computer and various software applications, including the Enterprise Information System database, edit questions, update items statistics, and construct new examinations from DRE's bank of test questions.
- Analyze item analysis and computer-generated data on pre-tested, new, or revised examinations and major content areas.
- Prepare schedule for future items and/or segment revisions. Evaluate segments as to how they are working with other segments for valid total test.
- Consult with management, as needed, of any issues or concerns
- Prepare reports and conduct special projects as directed by the Supervising Special Investigator II (Non Peace Officer) and/or the Managing Deputy Commissioner IV related to testing validation.
- Perform in a lead capacity for staff in the Examination Preparation Section, subject matter experts and test consultants when they are utilized for test validation purposes.
- Provide for or give training to those staff members, as needed, to ensure uniform administration and security of real estate licensing examinations statewide when new testing material has been constructed or revised.
- Respond to inquiries regarding the examination program either orally or in writing to Department management or the public.
- Read current literature and publications on real estate examining.
- Interface with Information Systems Section on examination program.
- Determine the examination library needs and orders books as required.

Desirable qualifications:

- Ability to communicate effectively with others using tact and diplomacy in person, on the phone and in writing.
- Ability to work independently, establish priorities, manage a heavy workload and carry out assigned tasks.
- Ability to interact effectively with individuals at all levels in a professional manner.
- Excellent attendance, reliability and dependability.
- Ability to work within mandated timeframes.
- Knowledge of Real Estate laws, rules, regulations, policies and procedures.

Salary: SSA - \$2817 - \$4446

APA and AGPA - \$4400 - \$5348

Who should apply: Current state employees at the SSA, APA or AGPA level and those individuals who are transferable to the class or have list eligibility. **Please indicate RPA# 11-033 on your application in order to be considered for this position.** Note: **DRE requires that all new employees be fingerprinted.**

Submit applications to:

Department of Real Estate
Human Resources
P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0802

CALIFORNIA RELAY SERVICE: 1(800) 735-2922 (Voice) or 1 (800) 735-2929 (TDD)

FINAL FILING DATE: UNTIL FILLED

Applications, whether filed in person or by mail, must be received in the Human Resources Office no later than 5:00 p.m. on the above date.

Applications may be obtained from the SPB website at <http://www.spb.ca.gov>

Applicants will be screened based on the Desirable Qualifications shown above and only those most qualified will be contacted for an interview.